

Jim Boyle - SCP - Ground Floor - 919-715-6340  
 DOA owns Archdale Bldg  
 Facility Mgmt. - maintains the building

Revised 04/20/2011

## ARCHDALE BUILDING EVACUATION PLAN MONITOR ASSIGNMENTS

### Second Floor

NAME	PHONE	FLOOR/AREA	E-MAIL	DIVISION
<b>2<sup>ND</sup> FLOOR MONITOR</b>				
1) Jeff Gordon	(919) 733-5027	2 <sup>nd</sup>	jdgordon@ncshp.org	SHP Public Affairs
<b>2<sup>ND</sup> FLOOR MONITOR ALT.</b>				
1*) Suzzell Crosswhite	(919) 733-2126	2 <sup>nd</sup>	scrosswhite@nccrimecontrol.org scross@nccrimecontrol.org	Office of the Secretary
<b>AREA MONITORS NORTH / SOUTH</b>				
1) Suzzell Crosswhite (N)	(919) 733-2126	2 <sup>nd</sup> North	scross@nccrimecontrol.org	Office of the Secretary
2) Blake Taylor (S)	(919) 733-2193	2 <sup>nd</sup> South	bbtaylor@nccrimecontrol.org	Fiscal
<b>AREA MONITORS NORTH / SOUTH ALT.</b>				
1*) Teresa Vines (N)	(919) 733-2126	2 <sup>nd</sup> North	tvines@nccrimecontrol.org	Office of the Secretary
2*) Brandy Maynor (S)	(919) 733-2193	2 <sup>nd</sup> South	bmaynor@nccrimecontrol.org	Fiscal

**NOTE:**

1. Occupying department should post monitor assignments essentially as shown above.
2. \* Above indicates "alternate."

Emergency Action  
and

Evacuation Plan

ARCHDALE BUILDING

Physical Location:

512 North Salisbury Street

Raleigh, NC

N. C. Department of Crime Control and Public Safety

N. C. Department of Environment and Natural Resources

Effective: October, 1, 1999

Revised: April, 2007

June, 2008

March, 2009

June 2010

December 2010 (AHA guidelines added)

□

Table of Contents

Table of Contents 2

Emergency Action Plan Highlights 3

Emergency Evacuation Plan 4

1 Purpose 4

2 General 4

3 Organization 4

4 Responsibilities of Floor and Area Monitors 5

5 Alarms 7

6 Evacuation Information 7

7 Emergency Evacuation Procedures 7

8 Emergency Evacuation Routes and Assembly Areas 8

9 Response to Building Alarm 10

10 Bomb Threat Procedures 11

11 Severe Weather 12

12 Security 12

13 Medical Emergencies 13

Appendix 14

Archdale Building Evacuation Plan 15

Archdale Building's Assembly Collection Areas 16

Letter & Bomb Package Awareness 17

BOMB THREAT CHECKLIST 18

Medical Emergency Checklist for CPR 19

AED Locations in Archdale 20 □

Emergency Action Plan Highlights

Time is of the essence in emergencies. Be familiar with these emergency procedures and

have emergency phone numbers handy.

Each floor has four (4) or more Area Monitors and one (1) Floor Monitor.

Learn who your

monitors are. If you have questions about emergency procedures, contact your monitors.

In the event of FIRE:

If you discover the fire, CALL 911, and use the manual fire pulls to activate the building alarm system.

ArchdaleEvac2010-12.txt

Upon sounding the alarm, evacuate the building by using the closest stairwell. Do not wait for an announcement.

Tell your area monitor if there is anyone on your floor who may have trouble evacuating through the emergency exits and stairwells.

THINK! In the event of a real emergency, you may not have the opportunity to re-enter the building. Take responsible measures to ensure your personal safety, and the safety of those around you.

Quickly move to the nearest emergency exit and stairwell. Exit the building and move away from the building to the assembly area for your floor.

Wait in your floor's designated assembly area for further instruction.

Do not re-enter the building until the „All Clear. signal is given by the Fire Department or Incident Command personnel.

In the event of Severe Weather/High Winds:

In the event of severe weather or high winds, follow the instructions in the Severe Weather section.

In the event of Bomb Threat:

In the event of bomb threat, follow the instructions in the Bomb Threat Procedure section. Pay attention to your surroundings and report anything out of the ordinary to the Floor Monitor.

For other threats:

For any other threat not specifically mentioned, follow the instructions provided via the PA system or established situational protocols.

□  
Emergency Action Plan

## 1 PURPOSE

This plan is to be known as the Emergency Action Plan for the Archdale Building and is developed to ensure the safety and well-being of the building occupants in the event evacuation or other type of response is required as a result of natural or man-made emergencies. The procedures contained in this plan outline the means by which a rapid and orderly evacuation will be initiated and carried out. Also listed are procedures to follow for other scenarios.

## 2 GENERAL

Occupants should be aware that this building incorporates concepts in architectural design and systems development for the detection and suppression of fire and smoke.

Systems consist of heat and smoke detection equipment, sprinklers, power-ventilated stairwells, pressurized elevator shafts, and auxiliary power for fire emergencies. All emergency information and communication systems are routed through a central location, which is the Fire Management Center (FMC), located on the Ground Floor in the Main Lobby. Each system is automated to sound alarms and to start the ventilation and pressurization of selected areas of the building. Additional information and instructions relative to emergency situations may be made from the Fire Management Center via the building public address system. The Fire Management Center phone number is: 733-1666

## 3 ORGANIZATION

The Division of Facilities Management (Facilities Management), Department of Administration serves as the Building Coordinator. Each Agency housed in the building shall designate an Emergency Action Coordinator and sufficient Assistant Coordinators to ensure that a coordinator is physically available within the building during normal business hours of 8AM -5PM, Monday-Friday excluding holidays. During the initial response period ALL communications, instructions and directions for occupant and visitor egress will originate from onsite Facilities Management personnel working in the Fire Management Control (FMC) Center in the lobby of the Ground Floor. State Capital Police shall serve as the Incident Commander until Fire Personnel arrive on the scene. State Highway Patrol personnel may also be positioned by the Incident Commander

at designated entry points to prevent entry prior to the all clear signal.

□ Each floor of the building will have a Floor Monitor and sufficient Area Monitor(s) to ensure that all areas are manned. Each Monitor will have at least one Alternate. Area Monitors should be prepared to act as Floor Monitor when necessary, and in the absence of the floor and alternate floor monitor.

#### 4 RESPONSIBILITIES OF FLOOR AND AREA MONITORS

The purpose of this section is to define the roles of the Floor Monitors and Area Monitors and to stress the importance of those roles. How the functions of the monitors inter-relate to the emergency responders is also outlined.

##### 4.1 Floor Monitor

The Floor Monitor shall be the responsible individual during emergencies on his/her floor. Floor Monitors are responsible for the following:

- Ensure that emergency evacuation routes are posted in all corridors.

- Knowing the location for the appropriate evacuation and severe weather assembly areas where personnel on their floor are to report.

- Knowing the location of emergency alarms, emergency phones, and fire extinguishers. Floor monitors are NOT required to use fire extinguishers unless they are trained and designated as a fire suppression personnel or law enforcement officer.

- Knowing who the area monitor is and maintaining a sufficient number of individuals to serve as Area Monitors for all areas on the assigned floor.

- Training of new area monitors on their duties and building emergency action plan.

- Assign pre-designated personnel to assist employees or visitors who are mobility impaired. The designated individuals will assist in moving the mobility impaired individuals to the nearest stairwell landing.

- Maintain and update a list of impaired employees requiring assistance to evacuate (i.e. permanently disabled, temporarily disabled or mobility impaired employees).

- Inform mobility-impaired employees to move to the stairwell landing area and

wait

for assistance in evacuation.

Position yourself at the South stairwell Exit Door during an evacuation so that area monitors can report their results to you as they exit.

Ensure the floor is TOTALLY evacuated before leaving the floor.

For evacuations notify the Incident Commander (the uniformed Capital Police officer at front main entrance to the Archdale building) when your floor is clear of personnel whether assistance is needed for mobility impaired individuals.

Once at the assigned assembly area, get updated information about any unaccounted for staff and report the information to the Incident Commander/Fire Personnel.

□

Periodically update the area monitor list and submit changes to the designated individual or the building coordinator/Agency Contact for updating to the Floor/Area Monitor master list..

Direct pre-evacuation searches of floor during bomb scare incidents, if time and training allows for it.

Inform the on-site Capital Police officer of suspicious and unattended packages, items, etc.

During high wind weather events/tornados, the area monitors and floor monitor(s) only need to contact 911 for emergency or medical assistance following the event.

#### 4.2 Area Monitors

Area Monitors should be prepared to assume the role of the Floor Monitor in the absence of the Floor Monitor.  
Area Monitors are responsible for the following:

Ensure that evacuation routes are posted in their area.

Ensure that area employees know the location of the appropriate evacuation and severe weather assembly area.

Know the location of all emergency alarms, emergency phones, and fire

- extinguish-  
ers. Area Monitors are NOT required to use fire extinguishers unless they are trained and designated as a fire suppression personnel or law enforcement officer.
- Designate and train an Alternate Area Monitor to assume your role during an absence.
- Ensure that new employees to your area are familiar with the emergency action plan and are made aware of the evacuation routes and procedures on their first day of work in the building.
- During an event, inform employees to close their doors and take personal belongings such as purses, umbrellas, coat, etc. only if those items are convenient (within arms reach).
- Maintain a list of employees requiring assistance to evacuate and provide those names to the Floor Monitor (i.e. permanently disabled, temporarily disabled, or mobility impaired employees).
- Inform mobility-impaired employees to wait in the nearest stairwell landing for assistance. (If necessary, assist them in getting to the stairwell after your area is clear.)
- During an evacuation event after your area is vacated, exit via the South Floor exit and inform the Floor Monitor about the status of your area.
- For an evacuation, proceed to outside Assembly Area. Once outside, Area Monitors shall perform a "head count" to ensure area employees have evacuated. Report in-
- formation about any unaccounted for employees to the Floor Monitor upon their arrival.
- Make an initial search of your area during bomb scare incidents, as time and training allow, and report findings to the Floor Monitor.
- During high wind weather events/tornados, the Area Monitors only need to contact 911 for emergency or medical assistance following the event.

## 5 ALARMS

Alarms may be initiated by any of the following means:

- Manual pull type alarms
- Smoke Detection devices
- Activation of the automated sprinkler system, or
- A combination of any of these means

## 6 EVACUATION INFORMATION

When the alarm sounds, occupants shall move to the nearest stairwell. Move carefully and rapidly downward. Failure to exit the building during an evacuation is considered a personal conduct issue and the affected employee is subject to disciplinary action up to and including dismissal, as well as civil and criminal prosecution. Monitors on each floor will ensure that all personnel are evacuated from the floor, will assist mobility impaired persons getting to a safe stairwell landing, and upon leaving the building will notify the on-site Capital Police Officer/Incident Commander regarding the location of any mobility impaired individuals.

## 7 EMERGENCY EVACUATION PROCEDURES

The following is the evacuation plan that will be followed in the event evacuation of the building becomes necessary. The following rules are included in the evacuation plan.

When Emergency Alarm Sounds:

- Remain Calm! Do not panic or run.
- Only use the stairwells. Do not use the elevators
- Stay as close to the floor as possible if smoke is present.

□

• Immediately evacuate the building using the nearest exit stairwell. If it is blocked by fire or smoke, the alternate stairwell exit is to be used. Move calmly and promptly down the steps to the designated assembly area.

• Pre-designated personnel assigned to assist employees or visitors with

mobility im-

paired persons will move those individuals to the nearest stairwell landing.

Employees and visitors will go to the designated assembly area and stand by for additional instructions.

No one shall re-enter the building until instructed by the Fire Department. Onsite Law Enforcement Officers will not permit building entry or re-entry during the incident.

Employees and visitors shall remain outside in designated assembly area until an "All Clear" signal is given by the Incident Commander/Capital Police.

Floor and Area Monitors will follow their respective protocols listed herein. (Section 4)

## 8 EMERGENCY EVACUATION ROUTES AND ASSEMBLY AREAS

In the event of an emergency evacuation, stairwells are to be used by all occupants.

The East and West walkways of the Halifax Mall (East Side of Dobbs Building and West Side of Revenue) have been designated as the assembly areas (see attached diagram in the Appendix).

□ Routes and Assembly Areas are subject to change as particular situations dictate. Occupants will be informed of changes through the public address system.

### South stairwell

Proceed downward to Mall and exit onto Mall.  
Turn LEFT and proceed to Assembly Area

### North stairwell

Proceed downward to Ground Floor Level, if Floor is safe, EXIT through the Ground Floor Mall exit doors.

Otherwise

Proceed downward to Basement Level and EXIT through door on west side of building. Proceed up steps, then South around the west side of building (on

the lawn) to Mall. Proceed to Assembly Area.

#### Ground Floor

Exit through front doors leading to Mall. Turn LEFT and proceed to Assembly Area.

#### Basement

EXIT into Parking Level Two through doors on SOUTH side of building.  
Turn LEFT, proceed up stairwell onto Mall and proceed to Assembly Area.

□

### 9 RESPONSE TO BUILDING ALARM

When Building Alarm  
Sounds:

Floor Monitor

Area Monitor

Occupants

Standby at the elevator  
for Area Monitor notification.

Check area, report to Floor Monitor. Assist mobility impaired to stairwell.

EVACUATE by using the nearest stairwell. Mobility impaired proceed to nearest stairwell.

During Evacuation:

Report total floor evacuation to Incident Com-

mander after evacuating  
building then move to  
designated assembly  
area.

Ensure employees move away from  
building and to designated assem-  
bly area. Report any missing indi-  
viduals to Floor Monitor or Capitol  
Police/Incident Commander

Move out and away from building to  
designated assembly area.  
Mobility impaired wait in stairwell for  
Fire Department evacuation.

All clear  
From fire department  
official or  
Capital Police

All employees return to work areas.

□  
10 BOMB THREAT PROCEDURES

The following bomb threat procedures have been established for all personnel  
of the Agen-  
cies permanently located in the Archdale building.

Receiving a bomb threat

It is imperative that all personnel are fully informed on how to handle bomb  
threat  
calls. The attached Bomb Threat Checklist contains detailed instructions.  
All bomb  
threat calls will be immediately be reported to the State Capital Police  
(733- 4646).  
State Capital Police will notify agencies concerned.

Conducting the search

Upon being notified that a bomb threat call has been received, the on-site  
Capital Po-  
lice officer will immediately notify Floor Monitors of the situation. The  
on-site Capi-

tal Police officer will direct all bomb threat activities. All employees will be responsible for looking for suspicious items/packages in their immediate areas as they evacuate and only if time allows.

## Evacuation

Any decision to evacuate will be made by the on-site Capital Police officer. Should employees absolutely refuse to leave, they should be warned that they are remaining at their own risk. Should death or injury occur, the State of North Carolina or its agents including the on-site Capital Police officer, and Floor/Area Monitors will not be held liable. Employees may be subject to disciplinary action, up to and including dismissal. Determination of how long the building will be evacuated will normally be provided after adequate search procedures have been completed. Employees should turn off all computers, coffee makers, etc. prior to departure. Office doors should be left closed and unlocked. Immediately upon departure, all personnel will assemble on the Halifax Mall. It is the employee's responsibility to remain at least 300 feet from the building.

### 10.1 Instructions for Receiving Bomb Threat Calls

1. Keep the caller on the line as long as possible. Ask who is calling, and have the caller repeat the message. Write down every word spoken by the person making the call. Concentrate on listening to background noises.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, the person receiving the call should ask the caller to provide this information.
3. It is advisable to inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.

- 
4. Pay particular attention to any strange or peculiar background noises such as motors, running, music, or any other noise that may provide a clue as to the place from which the is being made.
  5. Listen closely to the voice (male or female), voice quality, accents,

etc. Immediately after the caller hangs up, the person receiving the call should contact the State Capital Police at 733-4646 and state "Bomb Threat Report". Be prepared to give as much information as possible.

6. Complete the Bomb Threat Checklist located in the Appendix.

## 11 SEVERE WEATHER

### 11.1 High winds

High winds, 75 miles per hour or more, are frequently generated as a result of severe thunderstorms, tornadoes or hurricanes. These winds can pose a serious threat to many types of structures through airborne debris acting as missiles, possible destruction of large glass areas, and the possible lifting of wide-span roofs. The threat can be reduced as far as personnel are concerned through warnings and instructions for controlled response. Severe storm warnings will be received via weather alerts, monitoring of internet resources, Capital Police and other methods. Upon receiving an alert/warning information and/or instructions will be provided to the building occupants as needed via all available methods. If necessary, personnel will be instructed to move to the best available shelter area. In the Archdale Building, the basement or the central elevator hallway on a lower floor is safest. If time allows, turn off all electric equipment, computers, coffee makers and similar equipment. Close office doors and move to the interior hallway on the lower floors. For unannounced occurrences, where movement to the basement is delayed, shelter may be taken in the central elevator hallway or under a desk or other heavy furniture.

## 12 SECURITY

Employees working after hours may contact the Capital Police for an escort to the parking lot. Call several minutes before your planned departure to allow time to schedule an accompanying officer. Facility security is the responsibility of all employees in each agency assigned to work in the Archdale Building. All entrances and exits shall be locked after regular business hours. Employees leaving the building after doors have been secured shall ensure that doors are locked when they leave even when other employees are still working in the building.

□ Employees should keep their valuables and purses out of sight and preferably locked in a desk or file cabinet. Employees are required to have their state ID/access card with them when in the building. Visitors are required to report to and log in at the on-site Capital Police officer.s desk in the reception area of the Ground Floor. Suspicious persons shall be asked what agency or individual they are trying to locate. If the person they are visiting is an employee of your agency, escort the visitor to the desired office. Do not leave the visitor by himself in an office area. If you are suspicious of an individual, contact your supervisor or the Capital Police at: 733-4646. All theft shall be reported to the Capital Police as soon as possible. 3333

### 13 MEDICAL EMERGENCIES

When calling the Emergency Medical services (ambulance) via 911, inform the answering party of the emergency by slowly and clearly saying Medical Emergency. Provide the building name, address of the building, and the floor and suite number where the emergency is taking place. Inform the operator to have the responding unit(s) report to the Salisbury Street loading dock of the Archdale Building. The street address of the Archdale Building for the local Fire and Emergency Services is:  
Archdale Building  
512 N. Salisbury Street  
Ask someone to go to the basement level loading dock to hold an elevator for the emergency responders and to also escort the responding officers to the proper location in the building. Contact the Capital Police at 733-4646 and inform them that emergency medical personnel are enroute or present in the building.

For additional information, see the Medical Emergencies Checklist in the Appendix.

### □ Appendix

This appendix contains the following documents:

Floor Monitor/Area Monitor List (Maintained by individuals in the DENR  
Secre-

tary.s office.)

Archdale Building Assembly Areas

Letter and Bomb Awareness information (when checking mail)

Bomb Threat Checklist

Medical Emergency Checklist for CPR

□ Archdale Building Action Plan

Floor Warden/Area Monitor List

Note Each Floor Warden shall post the current warden Assignment sheet in a conspicuous place for all employees to see. The list is to be updated as needed and at least annually.

Contacts for Additional Information:

DCCPS:

First Sgt. Steven Lockhart (919) 733-4080, Ext 247

Sgt. Georgia Warren (919) 733-4080, Ext 248

Doug Cabe, Safety Officer (919) 733-4080, Ext 285

DENR:

Dolan Simmons: (919) 715-3877

Teresa Everett: (919) 715-4503

Wanda West: (919) 715-4180

Fire Management Center: (919) 733-1666

□ Archdale Building's Assembly Collection Areas

□ Letter & Bomb Package Awareness

Receiving Mail - BE ALERT FOR:

- Unusual bulk, weight or balance
- Round, cylindrical, angular contour, thickness
- Staining on container
- Odor emanating from the object
- Unusual or needless instructions
- Excessive precautionary labeling
- External wire or metallic tape
- String or twine passing into item
- Excessive postage or stamps
- Return address doesn't match the postal cancellation address

Opening Mail - BE ALERT FOR:

- Unusual inner sheathing or wrapping
- Any inner binding, wire or twine
- Unusual resistance upon attempting to withdraw contents
- Electrical or mechanical items
- Unusual metallic, plastic or rubber-like material or items
- Wooden boxing or containers within containers.

If you become suspicious:

STOP!!

Put the item down quickly and gently.

Notify everyone in the area

Evacuate the room. Put two or more walls between you and the item.

Notify supervisory personnel!

Call State Capital Police at 733-4646

Points to remember:

- . Do not open any package that looks suspicious!
- . Be cautious about receiving well packaged, but unsolicited items.

□

#### BOMB THREAT CHECKLIST

#### QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of the threat \_\_\_\_\_  
Sex of Caller Race Age Length of Call \_\_\_\_\_  
Number at which call was received: Time \_\_\_\_\_ Date \_\_\_\_\_  
Person receiving call: \_\_\_\_\_

#### IDENTIFYING CHARACTERISTICS

Caller's voice \_\_\_\_\_ Calm  
\_\_\_\_\_ Angry  
\_\_\_\_\_ Excited  
\_\_\_\_\_ Slow  
\_\_\_\_\_ Rapid

- ☐ Soft
- ☐ Loud
- ☐ Laughter
- ☐ Crying
- ☐ Normal
  
- ☐ Distinct
- ☐ Slurred
- ☐ Nasal
- ☐ Stutter
- ☐ Lisp
  
- ☐ Raspy
- ☐ Cracking Voice
- ☐ Ragged
- ☐ Clearing Throat
  
- ☐ Disguised
- ☐ Accent
- ☐ Familiar
  
- ☐ Deep breathing

If voice was familiar, who did it sound like?

Background Sounds:

- ☐ Street noises
- ☐ Cookery
- ☐ Voices
- ☐ P. A. System
  
- ☐ Music
- ☐ House Noises
- ☐ Motor
- ☐ Office
  
- ☐ Factory machinery
- ☐ Animal noises
- ☐ Clear
- ☐ Static
  
- ☐ Local
- ☐ Long Distance
- ☐ Booth
- ☐ Other

Remarks:

---

---

---

---

---

□ Medical Emergency Checklist for CPR

For Untrained Personnel

Call 911 BEFORE beginning CPR.

Survey the Scene -- (What happened? Is it safe?)

Check for Responsiveness -- (Are you ok? Is victim unconscious?)

Check Breathing (Is victim breathing normally)

If no to above: -- Call for Help!

Have bystander retrieve an AED. (See next page for locations.)

Begin giving QUALITY COMPRESSIONS

Give compressions at rate of at least 100 per minute

Compress center of chest

For adult at least 2 inches

For child (1 year- puberty) 1/3 depth of chest (approx 2 inches)

For infant (3 months to 1 year) 1/3 depth of chest (approx 1.5 inches)

Continue giving compressions until AED is set up.

Allow AED to analyze the victim.

When prompted by AED, continue giving Quality Compressions until next AED evaluation (follow AED verbal commands) or until EMS personnel arrive.

IF TRAINED IN CPR METHODS, FOLLOW YOUR TRAINED PROCEDURES!

□ AED Locations in Archdale

Basement Level - Outside Postal Center

Serves Basement, Ground Floor, 1, 2

4th Floor - NW Elevator Corridor

Serves Floors 3, 4, 5

7th Floor - NW Elevator Corridor

Serves Floors 6, 7, 8

10th Floor - NW Elevator Corridor

Serves Floors 9, 10, 11

13th Floor - NW Elevator Corridor

Serves Floors 12, 13, 14

AED Model:

Philips HeartStart OnSite



**REVENUE BLDNG**

**Floors:**

- ° Basement & Ground
- ° 1 & 2
- ° 3 & 4
- ° 5 & 6

**Please keep this area open for emergency personnel and equipment.**

**Floors:**

- ° 7 & 8
- ° 9 & 10
- ° 11 & 12
- ° 13 & 14

**DOBBS BLDNG**

**EXIT**

**EXIT**

**ARCHDALE BUILDING**

**EXIT**

**Compass Rose:** N, S, E, W

**In the event of an evacuation, please:**

- ° Proceed to your floor's designated assembly collection area.
- ° Take a roll call of your agency's staff members.
- ° Report the name of each person whom may still be in the building to your floor warden and/or to the emergency responders.

## Letter & Bomb Package Awareness

Receiving Mail - BE ALERT FOR:	Opening Mail - BE ALERT FOR:
<ul style="list-style-type: none"><li>◆ Unusual bulk, weight or balance</li><li>◆ Round, cylindrical, angular contour, thickness</li><li>◆ Staining on container</li><li>◆ Odor emanating from the object</li><li>◆ Unusual or needless instructions</li><li>◆ Excessive precautionary labeling</li><li>◆ External wire or metallic tape</li><li>◆ String or twine passing into item</li><li>◆ Excessive postage or stamps</li><li>◆ Return address doesn't match the postal cancellation address</li></ul>	<ul style="list-style-type: none"><li>◆ Unusual inner sheathing or wrapping</li><li>◆ Any inner binding, wire or twine</li><li>◆ Unusual resistance upon attempting to withdraw contents</li><li>◆ Electrical or mechanical items</li><li>◆ Unusual metallic, plastic or rubber-like material or items</li><li>◆ Wooden boxing or containers within containers.</li></ul>

### If you become suspicious:

- ◆ **STOP!!**
- ◆ Put the item down quickly and gently.
- ◆ Notify everyone in the area
- ◆ Evacuate the room. Put two or more walls between you and the item.
- ◆ Notify supervisory personnel!
- ◆ Call State Capital Police at **733-4646**

### Points to remember:

- Do not open any package that looks suspicious!
- Be cautious about receiving well packaged, but unsolicited items.

## BOMB THREAT CHECKLIST

### QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of the threat \_\_\_\_\_

Gender of Caller \_\_\_\_\_ Race \_\_\_\_\_ Age \_\_\_\_\_ Length of Call \_\_\_\_\_

Number at which call was received: \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Person receiving call: \_\_\_\_\_

### IDENTIFYING CHARACTERISTICS

#### Caller's Voice

<input type="checkbox"/> Calm	<input type="checkbox"/> Soft	<input type="checkbox"/> Distinct	<input type="checkbox"/> Raspy	<input type="checkbox"/> Disguised
<input type="checkbox"/> Angry	<input type="checkbox"/> Loud	<input type="checkbox"/> Slurred	<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Accent
<input type="checkbox"/> Excited	<input type="checkbox"/> Laughter	<input type="checkbox"/> Nasal	<input type="checkbox"/> Ragged	<input type="checkbox"/> Familiar
<input type="checkbox"/> Slow	<input type="checkbox"/> Crying	<input type="checkbox"/> Stutter	<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> Deep breathing
<input type="checkbox"/> Rapid	<input type="checkbox"/> Normal	<input type="checkbox"/> Lisp		

If voice was familiar, who did it sound like? \_\_\_\_\_

#### Background Sounds:

<input type="checkbox"/> Street noises	<input type="checkbox"/> Music	<input type="checkbox"/> Factory machinery	<input type="checkbox"/> Local
<input type="checkbox"/> Cookery	<input type="checkbox"/> House Noises	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Long Distance
<input type="checkbox"/> Voices	<input type="checkbox"/> Motor	<input type="checkbox"/> Clear	<input type="checkbox"/> Booth
<input type="checkbox"/> P. A. System	<input type="checkbox"/> Office	<input type="checkbox"/> Static	<input type="checkbox"/> Other

Remarks:

---

---

---

## **Medical Emergency Checklist for CPR**

**Call 911 BEFORE** beginning CPR.

**Survey the Scene** -(What happened? Is it safe?)

**Check for Responsiveness** -(Are you ok? Is victim unconscious?) *I*

**Call for Help!**

**Position victim to:**

- **Open Airway**  
Head tilt / Chin Lift method
- **Check Breathing**  
Place ear near victim's nose, look for chest to rise for 3-5 seconds, then look and listen for breathing.
- **Check for Signs of Circulation**  
Feel for pulse .place index and middle finger on victim's Adam's apple, slide fingers into groove on side of neck closest you. Feel for pulse for 5-10 seconds.

**IF VICTIM IS NOT BREATHING AND YOU FIND NO PULSE**

**START CPR IF TRAINED.**